

NOTICE  
ADMINISTRATIVE REGULATIONS GOVERNING  
INSPECTION OF THE PUBLIC RECORDS OF THE

**Crime Victims Compensation Board  
Board of Claims  
Public Protection Cabinet**

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to **Virginia Woodward**, executive director, who will then submit the request to **Lindsay Crawford**, policy advisor, official custodian of the public records of the **Crime Victims Compensation Board**, whose address is 130 Brighton Park Blvd., Frankfort, KY 40601; or to **Lisa Robinson**, board clerk, official custodian of the public records of the **Board of Claims**, whose address is 130 Brighton Park Blvd., Frankfort, KY 40601, from 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays.

Upon request, forms for requesting inspection of the agency's public records are available from this agency, as well as assistance in completing the application form.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of **a fee of twenty five (25) cents a page**; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on **payment of a charge equal to the actual cost of producing copies** of such records by the most economic process not likely to damage or alter the record.

KRS 346.160 states that the records or reports obtained by the Crime Victims Compensation Board that are deemed confidential under state law shall remain confidential.

KRS 61.872 (6) states that if an application places an unreasonable burden on the agency, the official custodian may refuse to permit inspection of the public records or mail copies thereof.

KRS 61.878 states that "information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy" is excluded from open records "and shall be subject to inspection only upon order of a court of competent jurisdiction, except that no court shall authorize the inspection by any party of any materials pertaining to civil litigation beyond that which is provided by the Rules of Civil Procedure governing pretrial discovery."

This the 15th day of June, 2009.

A handwritten signature in cursive script, reading "Virginia Woodward", is written over a horizontal line.

Virginia Woodward, Executive Director.